

# Chronological Resume



## Full Name (Larger Font 14-16 Point)

Full Address with City, State and Zip Code (Address is optional; however, some employers prefer)

Phone Number with Area Code

Appropriate E-Mail Address

OPTIONAL - Social Media Address (i.e. LinkedIn, Facebook, Twitter)

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## QUALIFICATIONS (OPTIONAL – BULLETS OR PARAGRAPH FORMAT)

- Professional maintenance technician with 6 years experience.
- Repair, troubleshoot and operate highly-complex equipment and systems: hydraulic, pneumatic, mechanical and electrical.
- Demonstrated ability to train and lead others to perform productively and efficiently.

## WORK EXPERIENCE (Most recent employer first)

**Job Title** September 2008 - Present  
Employer / Company Name Missoula, MT

- Maintained a perfect safety record on more than 20 construction projects.
- Developed professional rapport with business owners, clients and co-workers.
- Recognized and rewarded by supervisor for positive attitude and dependability.
- Collaborated with a team of 5 people to meet deadlines on projects.

**Job Title** June 2005 - August 2009  
Employer / Company Name Missoula, MT

- Demonstrated new sprinkler system operation to homeowners.
- Promoted from laborer to running pipe puller and ditching machine.
- Accurately laid out plastic or copper tubing, according to sketch or blueprint.
- Installed electrical and mechanical control mechanisms.

## VOLUNTEER EXPERIENCE (Or continue with Work Experience)

**Title** Years involved with organization  
Name of Organization, Civic Group, Church Missoula, MT

- Interacted with customers, volunteers and the public.
- Received cash, checks and completed credit card transactions.
- Issued receipts for donations and verified accuracy of count.
- Mentored a teenager with a disability; planned and organized outings.
- Coordinated activities with other mentors to increase friendship building.

## EDUCATION, CERTIFICATES AND HONORS

Sentinel High School Missoula, MT  
Positive Attitude Award, Construction Company, Month 2009  
Construction Safety Certification since 2007

# Functional Resume



americanjobcenter

**Full Name** (14-16 PT FONT)

■ ■ ■

Phone number with Area Code

Appropriate E-mail Address

Social Media Address (OPTIONAL)

PROFESSIONAL TITLE

(This was created using a 1-row, 3-column table. The 3 square bullets are inserted symbols.)

## QUALIFICATIONS

- Ten years of management, marketing, sales, customer service and administrative experience.
- Dedicated and driven to exceed goals – exceeded annual sales goal by 20%.
- Able to manage multiple tasks in a fast paced, high pressure environment.
- Team player – excellent interpersonal and communication skills, versatile and adaptable.

## PROFESSIONAL EXPERIENCE

### MANAGEMENT AND MARKETING

- Scheduled and supervised a staff of 35 individuals while functioning as an assistant manager.
- Processed confidential employee records, salary changes, expense reports and vacation/sick reports.
- Conducted evaluations and performance appraisals and reported findings to senior management.
- Created, planned and coordinated large events, conferences and workshops with 40-50 attendees.
- Focused on expansion of company brands and development of loyal client relationships.
- Identified marketing channels and communication strategies to deliver high-impact results.
- Promoted business objectives and mission by using local and national media relations.

### CUSTOMER SERVICE AND ADMINISTRATION

- Acknowledged for outstanding customer service while establishing strong client relationships.
- Served as right hand to lead managers of a national corporation in an administrative assistant capacity.
- Interacted with diverse group to schedule meetings and make travel arrangements for 10 executives.
- Administered payroll and maintained profit and loss statement, balance sheet and inventory.
- Consistently entrusted with large sums of money, petty cash, deposits, change orders and bank deposits.
- Proficient with multiple, company-specific database programs, Internet research and Microsoft Office: Outlook, Word, Excel and Access; used all programs daily to manage E-mail and shared calendar, distribute correspondence, produce reports, develop print media, brochures, fliers and pamphlets.
- Utilized social media such as LinkedIn, Facebook and Twitter for business networking and marketing.

## EMPLOYMENT HISTORY

- |                                      |                               |
|--------------------------------------|-------------------------------|
| • Title, Business Name, Missoula, MT | April 2006 - Present          |
| • Title, Business Name, Missoula, MT | November 2001 - March 2006    |
| • Title, Business Name, Missoula, MT | January 1999 - September 2001 |

## EDUCATION

Bachelor of Science, Business Administration (Marketing major), The University of Montana